

MINUTES  
BOARD OF SUPERVISORS  
COUNTY OF YORK

Adjourned Meeting  
February 10, 2004  
6:00 p.m.

Meeting Convened. An Adjourned Meeting of the York County Board of Supervisors was called to order at 6:00 p.m., Tuesday, February 10, 2004, in the East Room, York Hall, by Chairman Thomas G. Shepperd, Jr.

Attendance. The following members of the Board of Supervisors were present: Walter C. Zarembo, Sheila S. Noll, Kenneth L. Bowman, James S. Burgett, and Thomas G. Shepperd, Jr.

Also in attendance were James O. McReynolds, County Administrator; J. Mark Carter, Assistant County Administrator; and James E. Barnett, County Attorney.

PRESENTATION BY HERITAGE HUMANE SOCIETY

Ms. Lynne Christensen, Executive Director, Heritage Humane Society, appeared to encourage the Board to establish a public-private partnership with the Heritage Humane Society. She explained the General Assembly had passed new laws for shelters and, if they were to continue to operate, the shelter would have to be replaced. She reported that the animal population at the shelter had increased 250 percent. She then elaborated on the proposed new facility that will meet the state mandates. Ms. Christensen outlined the capital campaign fundraising efforts and the services provided by the shelter.

Mr. Zarembo asked about the state mandates versus what the County should be doing.

Ms. Christensen answered that the state had very specific mandates that must be complied with, and she cited a few examples. She further stated the County is responsible for having such a facility, or contracting with another government to provide a facility.

Mr. Zarembo asked if the Humane Society would match the \$530,000 it has asked York County to provide.

Ms. Christensen stated it would match the County's contribution and also would raise an additional \$500,000-600,000 to create an endowment that would help offset any additional operational fees and monies that need to be spent in a new facility.

Discussion continued on the fund-raising process.

Ms. Christensen advised that the Humane Society would ask for a proportional share of the operational costs from each of the jurisdictions that use the facility, with James City County being by far the largest user. She noted it would also ask for operational assistance in the care and space for the animals.

Mr. Bowman thanked Ms. Christensen for the tour of the current facility, and questioned some of the services planned for the proposed new building.

Ms. Christensen stated the building would be able to house projected growth through the years 2015-2020; but if the need to expand the facility arose, the design would make it very cost effective to build more kennel space allowing 4,000 additional square feet.

Mrs. Noll asked if the County contributed to the S.P.C.A.

Mr. McReynolds remarked that the County did not contribute to the building of the S.P.C.A. but for the past several years has contributed \$5,000 to its capital fund.

February 10, 2004

Chairman Shepperd stated he had also toured the facility and felt that the population would continue to grow with a potential of 1,800-2,200 more homes being built in that area. He asked what the proposed facility's build-out is.

Mr. Christensen stated that the proposed square footage would take be sufficient for 2015-2020.

Discussion continued on the effects of growth in York and James City Counties.

#### PROPOSED FY2005 BUDGET – NEW PERSONNEL/PROGRAMS

Mr. McReynolds reviewed the New Personnel/Programs requests submitted by County departments and agencies. He stated that approximately 41 positions were requested, but he recommended that only 22 be approved.

Mrs. Marycarol White, Director of Financial and Management Services, then reviewed the proposed recommended positions and equipment as follows:

#### GENERAL FUND

##### Department of Fire and Life Safety

- 9 EMS/Firefighters
- 1 EMS Support (state mandated)
- 3 Dispatchers

##### Department of Environmental and Development Services

- 1 Plans Examiner
- 1 Administrative Assistant
- 1 Engineering Specialist (federal mandated)
- 1 Planner (state mandated)

##### Department of Financial and Management Services

- 1 Part-time real estate appraiser

##### Library

- 1 Full-time position (four .25 upgrades in Reference and Children's Services)

##### Department of General Services

- 2 Grounds Maintenance and Construction
- 1 Senior Construction Maintenance Worker
- 1 Equipment Operator

##### Registrar

- 1-.25 Assistant General Registrar

##### Department of Community Services

- 1 Part-time Event Planner

#### WASTE MANAGEMENT FUND

##### Department of Environmental and Development Services

- 1-.25 Scale Operator

- 1-.25 Recycling Beautification Coordinator (federal mandate)
- 1 Recycling Center Attendant

#### SEWER FUND

##### Department of Environmental and Development Services

- 1 Trades Mechanic – Vacuum Systems
- 1 Trades Mechanic – Pump Stations
- 1 Construction/Maintenance Worker

#### NEW EQUIPMENT RECOMMENDATIONS

- Sheriff - 3 vehicles (police package)
- Library - Public Access Software
- Electoral Board - Voting Machines
- Video Services - Video Server (50/50 funding with schools)
- Sewer Fund - Full-sized truck

Mrs. Noll inquired about the state's contributions to the state mandated positions.

Mrs. White indicated that funding would not be provided for those positions.

Discussion initiated concerning the timeframe to fulfill the mandated positions.

Mr. McReynolds pointed out that two positions had been requested for the Utilities Department but that one was being recommended to the Board. He stated staff might have to come back later to look at the other position.

Chairman Shepperd expressed concern over the large personnel request made by Fire and Life Safety and questioned what would happen if the requested positions are not approved.

Chief Stephen P. Kopczynski, Fire Chief, explained that the majority of the requested positions are due to an increase in the workload over the last 10-12 years. He stated it would affect the Department's ability to comply with certain Occupational Safety and Health Regulations (OSHA) if the positions were not approved. He stated that without sufficient staff, it could delay a unit's response time, delay the assemblage of firefighters in emergency situations, and impact the department's level of service.

Mrs. Noll asked what the response time would be if the proposed staff were not added.

Chief Kopczynski explained there have been times when the response time was delayed due to a unit's commitment at multiple incidents. He further noted that the biggest impact is on a daily basis when current staffing is unable to sufficiently and effectively manage an incident.

Mr. McReynolds elaborated on the tremendous increase in emergency medical service calls, in addition to the demand by OSHA for more people on emergency scenes.

Mrs. Noll pointed out the increase in the County's density and the increased numbers of firefighters needed. She cited as an example the senior housing community and the strain the senior population will put on the EMS staff.

Mr. Zaremba stated he recognized that the County has a top-notch fire and life safety organization, but he expressed concern over the staff-to-citizen ratio compared to previous years.

Mrs. Noll stated she recalled that several years ago the Board received reports from the Department of Fire and Life Safety that it is not now receiving. She stated without those reports, the Board did not realize the increased activity.

Discussion continued on the growth in the County and effectiveness of the department.

Mr. McReynolds stated the number of calls for service had increased over the last 12 years to 140 percent and that the department was having a hard time maintaining its level of service.

Chairman Shepperd expressed concerns over funding the new positions.

Mr. Burgett reiterated the discussion on the County's growth, and stated the citizens deserve the best.

Mr. Bowman questioned the benefit package for part-time employees.

Mrs. White explained the benefits offered to all part-time employees.

Mrs. Noll stated she was not sure an event planner should be added at this time.

Mrs. Anne B. Smith, Director of Community Services, stated she had been working on a plan that began in 2000 to phase in an event planner as time got a little closer to Yorktown's revitalization completion. She indicated the event planner would help decrease the degree of involvement from herself and Cheryl Sonderman. Mrs. Smith noted a full-time position was requested, but the County Administrator suggested a part-time position.

Mrs. Noll expressed interest in seeing what the duties for this person would entail.

Mr. McReynolds stated he felt this position was needed to coordinate the tourism events and the promotion for the development of Yorktown. He suggested it could be a project position with a limited duration period.

Discussion followed.

Mrs. White then addressed the enterprise fund positions which are paid for by user fees of the various funds. She described some of the positions proposed.

Mr. McReynolds stated that staff is still waiting for the full impact of the reassessments, but overall the budget would probably reflect an 11-12 percent increase.

Mr. Zaremba asked what kind of growth was needed to fund the \$1.371 million in new positions.

Mr. McReynolds stated the need would be something in the order of approximately 1.5 percent to cover the requests.

Mr. Zaremba stated he had a hard time accepting a growth in revenue of 11 or 12 percent and figuring out a way to spend every dollar of it in this budget cycle.

Mrs. Noll stated it was more important to look at how the money was being spent and that it be invested efficiently.

Mr. McReynolds stated he did not ask for any new positions, programs, or major pieces of equipment last year due to the state budget. He acknowledged the requests are large in number; but compared to the growth, population, and service demands, he stated at some point the County will have to provide more to continue the same level of service.

Mr. Burgett stated the County was very fortunate that economic development is thriving. He remarked that over the next few years he thinks a point will be reached where businesses are contributing more than half of the tax base.

By consensus, the Board agreed to try and include these positions in the proposed FY2005 budget.

Mrs. White then detailed each item proposed in the Capital Improvements Program (CIP), including the changes from last year.

Mr. McReynolds stated that the County was in excellent condition with a double A rating.

Mrs. Noll asked if the HVAC system would be replaced at Griffin Yeates.

Mr. Robert Peters, Director of General Services, gave some background information on the system, explaining that the system is still leaking and needed repairing.

Mrs. White completed her presentation discussing the School Board's budget.

Chairman Shepperd asked if the playground equipment was safe.

Mr. Dennis Jarrett, School Division, explained the safety of the playground equipment and the reasons for requesting \$300,000 for the playground equipment.

Mr. Burgett asked if the School Board has the authority to change things around in the CIP.

Mr. Jarrett explained that the School Board does not have the authority to appropriate the money; the Board of Supervisors has that authority. He further explained that in years past, the Supervisors and the County Administrator had been very flexible if there was a need to shift things around.

Mr. Burgett asked if the Board of Supervisors has any input in prioritizing when things are going to be phased in.

Discussion ensued over the School Board's budget and CIP.

Mr. Jarrett explained there are ten playgrounds in need of renovating; and if the request is funded, the School Board will prioritize which of those playgrounds will be done first.

Chairman Shepperd asked Mr. Jarrett if they should ask the School Board to prioritize the CIP.

Mr. Jarrett responded if they were going to make a reduction, the School Board would like to have the opportunity to prioritize.

Mr. McReynolds explained there was one reduction in what was requested by the School Division which was \$650,000-\$675,000 for school bus parking.

Mr. McReynolds explained that a study was performed in the mid 90's before the Tabb Library was constructed. A request has now been made for funding for a comprehensive study to determine if the County is providing the services demanded by the citizens and if additional facilities are needed.

Mrs. Noll stated it had been almost ten years since the Tabb Library had opened, and the County needs to plan for the future because the demographics are changing. She stated she would like the Board to consider a broad based study, not just a needs study.

Mrs. Lucinda Munger-Kress, Librarian, indicated that 46,000 library cards had been issued since the Tabb Library was opened, with approximately 700,000 items having been checked out. She then provided financial statistics concerning the library and stated the Yorktown Library was now over capacity.

Discussion ensued over the space limitations and requirements of the Library.

Meeting Adjourned. At 8:22 p.m. Chairman Shepperd moved that the meeting be adjourned sine die.

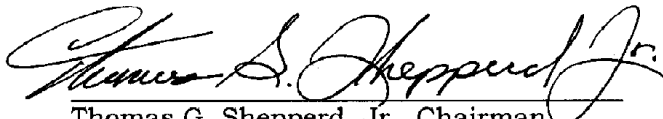
On roll call the vote was:

February 10, 2004

Yea: (5) Zaremba, Noll, Bowman, Burgett, Shepperd  
Nay: (0)



James O. McReynolds, Clerk  
York County Board of Supervisors



Thomas G. Shepperd, Jr., Chairman  
York County Board of Supervisors